

RESOURCE DEVELOPMENT INTERN: POSITION DESCRIPTION

ABOUT US

The World Neurology Foundation is a non-profit organization that was founded in 1999 with the mission of serving as a catalyst for the promotion of neurological care and education in countries of need. The foundation works in collaboration with regional, national and international neurological associations in accomplishing this mission. Our work is guided by the hope that all children, families, and people of low-resourced regions of the world will someday have access to cost-effective, quality neurological services.

POSITION DESCRIPTION

The Resource Development Intern will work in a collaborative and innovative environment to develop the World Neurology Foundation's *Global Neurology Consortium* resources. The Global Neurology Consortium is an international, collaborative initiative to make neurology-related opportunities and resources accessible to trainees and practitioners. The intern will help organize and compile relevant materials that will be periodically updated on the WNFO website.

TASKS & RESPONSIBILITIES

- Conducting research to identify neurology-related opportunities, resources, and materials that are relevant to trainees and practitioners. This may involve gathering information from various sources, such as academic journals, websites, conferences, and professional networks
- Categorizing and organizing the collected materials based on their topics, target audience, and relevance to different aspects of neurology. Creating a structured system or database to ensure easy access and retrieval of information
- Reviewing the collected materials for accuracy, quality, and relevance. Collaborating with subject matter experts or senior team members to ensure the content meets the standards and objectives of the WNFO and the Global Neurology Consortium.
- Working closely with the Program Director, Program Team, Communications Team, and other interns to coordinate efforts, share information, and provide updates on progress.
- Provide input and ideas to improve the effectiveness and impact of the Global Neurology Consortium's resources.
- Participate in strategic planning sessions and brainstorming discussions to identify new opportunities and innovative approaches.

QUALIFICATIONS

Education:

- Graduate student in a health-related professional school (i.e. MD, PhD, MPH)
- Undergraduate student majoring in health-related major (i.e. neuroscience, public health)
- Recent graduate with Bachelor's degree in public health, neuroscience, or related field

Experience:

- Demonstrated interest in non-profit organizations and a genuine passion for the mission of the World Neurology Foundation.
- Strong attention to detail to ensure accuracy and consistency in compiling and organizing resources is required.
- Ability to review and edit content for quality and relevance is required.
- Demonstrated experience developing and implementing an independent project is required.
- Willingness to work in a collaborative and innovative environment, contributing ideas, accepting feedback, and adapting to changing priorities and project requirements is required.
- Ability to work effectively in a team and independently when required.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) or similar software is required.
- Strong written and verbal communication skills to effectively collaborate with team members, subject matter experts, and stakeholders is required.
- Strong ability to clearly articulate ideas, present information, and document processes is required.
- Basic knowledge of website management and content management systems is preferred, but not required.
- Proficiency in Spanish and/or French preferred, but not required
- Knowledge of global health issues and an understanding of the challenges faced by trainees and practitioners in resource-limited settings is a plus.

LOCATION

Remote

COMPENSATION

Unpaid; college credit and letter of recommendation available at request

DURATION

Minimum 3 months; 10 hours per week (may be extended depending on intern's performance and interest)

World Neurology Foundation

DEADLINE

Rolling basis

HOW TO APPLY

Send us your resume/CV and a letter of interest to info@worldneurology.com.

INQUIRIES

Contact us at info@worldneurology.com for more information or questions!